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25X1



W 6 of 7

9 February 1956

**MEMORANDUM FOR: Project Logistics Officer
Project Weather Officer**

FROM : Project Communications Officer

SUBJECT : Office Equipment and Supplies Required for

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1. The following office equipment will be required to operate the



- Desks - 2 each double pedestal, typewriter wall**
- Typewriters- 2 each military type, preferably royal**
- Chairs - 2 each posture, typing, foam rubber seats and backs**
- Supply Cabinet - 1 each steel, 5 shelves, 18" x 36"**
- Waste Baskets - 3 each**
- Clock - 1 each electric, wall**
- Stamp Clock - 1 each simplex model NACB, 60 cycle**
- Pencil Sharpener - 1 each**
- Staplers - 2 each, desk type, Hetchkins**
- Push Broom - 1 each**
- Dust Pan - 1 each**
- Safes - 2 each, 4 drawer, safe file, Remington Rand, 3 way, manipulation proof, combination lock.**

2. The following initial order of office supplies will be required:

- Teletype Paper - 2 boxes, 3 ply**
- Teletype Tape - 1 box, 11/16 in., 2-in. core**

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Teletype Ribbons	- 1 box, black, Underwood
Pencils	- 1 box #2
Stamp Pads	- 2 each, red
Stamp Pad ink	- 1 bottle, red
Ink	- 2 bottles, blue
Ash trays	- 2 each
File Folders	- 15 each, legal size, manila
Paper fasteners	- 2 boxes, steel
Paper clips	- 2 boxes
Staples	- 1 box
Envelopes	- various sizes, manila
Typewriter Paper	- 8 1/2 x 11, Bond and white onion skin
Carbon Paper	- 1 box

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Dist.:

1 cy - ex. addresses

1 cy - Comm chrono

1 cy - S5

1 cy - Admin chrono

1 cy - " reading

1 cy - Ops chrono

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